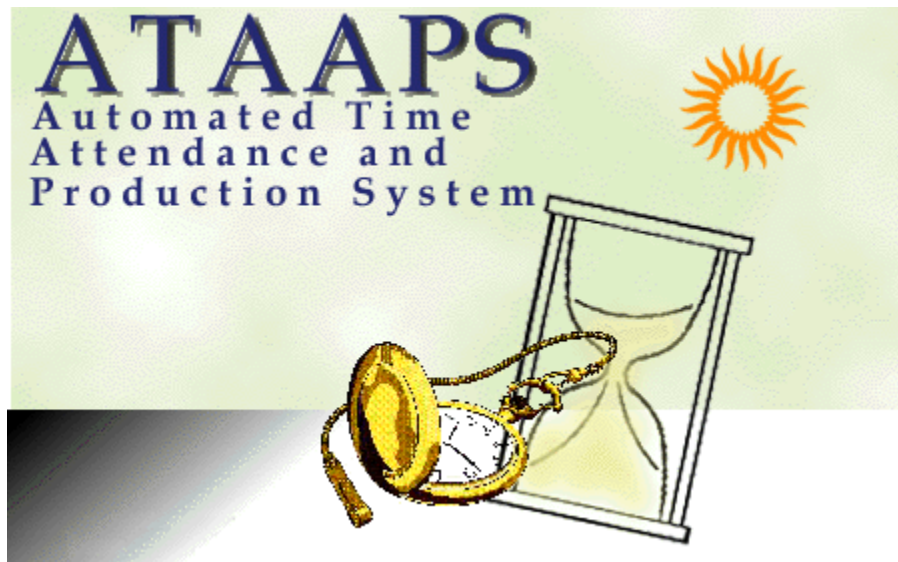


U.S. Department of Energy

Automated Time Attendance and Production System (ATAAPS)



ATAAPS Desk Guide – Certification

Prepared By:

Energy Finance and Accounting Service Center

June 2010

CERTIFICATION IS TO BE COMPLETED PRIOR TO 4 PM EST THE TUESDAY FOLLOWING THE END OF EACH PAY PERIOD. ANY EXCEPTIONS TO THIS DEADLINE WILL BE ANNOUNCED ON THE ESS AND ATAAPS HOMEPAGES.

CERTIFICATION:

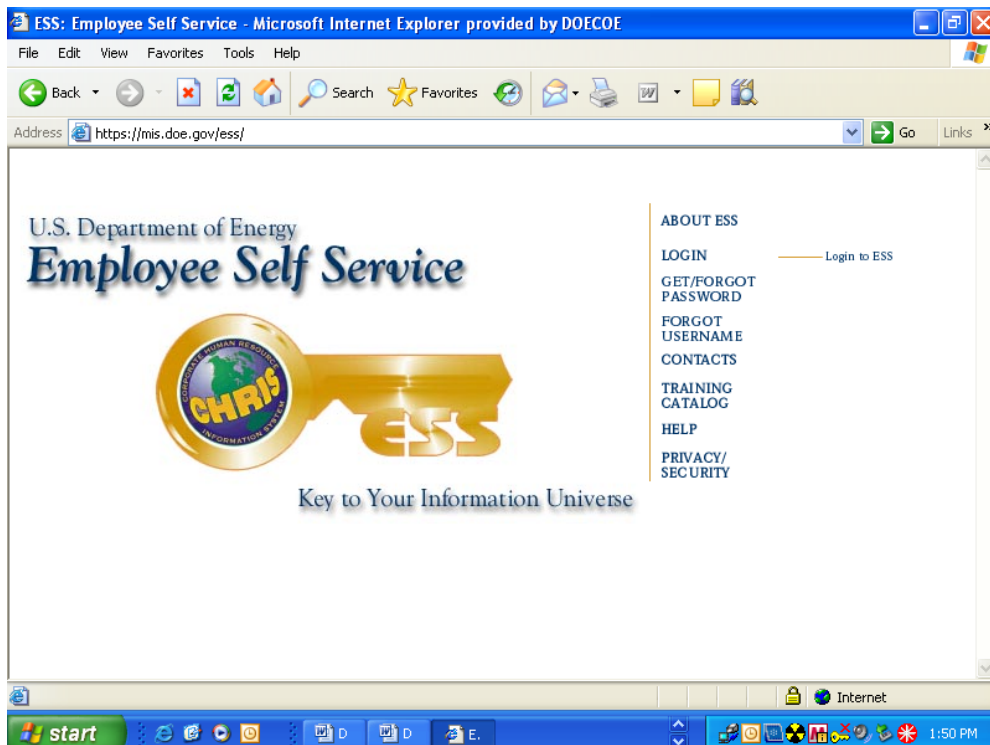
To perform certification responsibilities using the ATAAPS Web version, follow the instructions below:

1. Open browser (Internet Explorer is preferred)
NOTE: Browser must be 128 bit encrypted and Internet Explorer version 5.x or higher.
2. Go to the U.S. Department of Energy's Employee Self Service at the following URL:

<https://mis.doe.gov/ess>

Note: DOE Employee Self Service is available from your home using your local Internet Service Provider anytime, Monday through Saturday. The enterprise server database files are taken down for backup purposes each Sunday from 7:45 p.m. until midnight Eastern Time. DOE Employee Self Service will not be available during these backup periods.

The myPay website is usually unavailable each Sunday from approximately midnight until 6:00 a.m. Eastern Time. This outage affects viewing your leave and earnings statements as well as updating payroll functions. ESS will be available as normal during the myPay outage.



DESKGUIDE – ATAAPS CERTIFICATION

- Click "Login" and the following screen will appear. Enter your User Name or CHRIS Employee ID and Password.

ESS: Login - Microsoft Internet Explorer provided by DOECOE

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites RSS Feeds Print Mail

Address <https://mis.doe.gov/ess/secure/PINlogin.cfm> Go Links

Employee Self Service

Login

Enter Username or CHRIS Employee ID:

Password:

[Authenticate Me](#)

****WARNING**WARNING**WARNING****

This is a United States Department of Energy computer system, which may be accessed and used only for official Government business by authorized personnel. Unauthorized access or use of this computer system may subject violators to criminal, civil, and administrative penalties.

If you do not have an ESS password or forgot your ESS password, then [click here](#) and request one.

If you forgot or do not know your ESS Username, then [click here](#).

Why use ESS? To review/update your personal and payroll information.

Why use CHRIS Workflow? Electronically submit your training or personnel action request for approval.

Have questions? Read our [Frequently Asked Questions](#)

Need more help? Contact the ESS Help Desk at 301-903-0605 or ESSSupport@hq.doe.gov

start

Internet 2:09 PM

- Click on “Authenticate Me” and the following screen will appear.

employee self service Welcome Page | Feedback | Change Password | Change Username | FAQ | Links | Phonebook | Logoff

Review Update CHRIS/PeopleSoft Training IDP PMCDP Time/Leave Help

[Text-only menu](#) | [Admin access](#)

Good morning, . Today is Friday, May 21, 2010, 08:05:45 AM EDT.

General Information

ESS Help Desk: 301-903-0605
ESSSupport@hq.doe.gov

Payroll/ATAAPS Help Desk: 301-903-2500, Option 4 (Enterprise Application Support), Option 4 (Payroll Support)
PayrollCSRHelpDesk@hq.doe.gov

ATAAPS Training Guides and Helpful Information:
<http://chris.doe.gov/payroll/index.cfm?fuse=trainingguides>

DOE Emergency Alert System
[Registration Information](#)

What's New

Voice your opinion and ideas here.

[Request Assistance](#)

[Make a Suggestion](#)

No new notices at this time.

[View past bulletins](#)

DESKGUIDE – ATAAPS CERTIFICATION

To log into ATAAPS, click on the Time and Attendance (ATAAPS) tab in the drop-down menu under the Time/Leave tab on the ESS homepage.

The screenshot shows the ESS homepage with a dark blue header bar containing the text "employee self service" and a navigation menu with links: Welcome Page, Feedback, Change Password, Change Username, FAQ, Links, Phonebook, and Logoff. Below the header is a row of tabs: Review, Update, CHRIS/PeopleSoft, Training, IDP, PMCDP, Time/Leave, and Help. The Time/Leave tab is selected, and a dropdown menu is open, showing the following options: Time and Attendance (ATAAPS) (with a mouse cursor pointing to it), Leave Request Processing (SF-71), Submit a new leave request, Review current leave requests, Delete a leave request, Certifier leave request processing, Reports, Verify T&A/Leave, and Employee List by Roster Certifying Official. On the left side of the page, there is a "Text-only menu | Admin access" link and a greeting "Good morning, . Today is Thursday, August 21,". Below the greeting is a "General Information" section with contact details for the ESS Help Desk and Payroll/ATAAPS Help Desk. A "Voice yo" button and a "Submit a S" button are also visible.

The Privacy Warning page is then displayed.

The screenshot shows a "Disclaimer" page with a "Legal Notice" section. The text reads: "WARNING PRIVACY, AND SECURITY NOTICE. This is a Department of Energy computer system. This computer system, including all related equipment, networks and network devices (specifically including Internet access), are provided only for authorized U.S. Government use. DOE computer systems may be monitored for all lawful purposes, including ensuring that their use is authorized, for management of the system, to facilitate protection against unauthorized access, and to verify security procedures, survivability and operational security. Monitoring of Title 5, U.S. Code and Title 31 U.S. Code for the purpose of reporting includes active attacks by authorized DOE entities to test of verify the security of this system. During monitoring, information may be examined, recorded, audited, copied and used for authorized purposes. All information, including personal information, placed on or sent over this system may be monitored, recorded and audited. Use of this DOE computer system, authorized or unauthorized, constitutes consent to monitoring, recording and auditing of this system. Unauthorized use may subject you to criminal prosecution. Evidence of unauthorized use collected during monitoring, recording and auditing may be used for administrative, criminal or other adverse action. Use of this system constitutes consent to monitoring, recording and auditing for these purposes. This information is covered by the Privacy Act of 1974, as amended, 5 U.S.C. Section 552a, and it must be protected from unauthorized access or use. For Official Use Only (FOUO). I agree to the above terms of use." At the bottom, there are two buttons: "yes" and "no".

After reading the disclaimer, click "Yes" to continue.

DESKGUIDE – ATAAPS CERTIFICATION

The ATAAPS main menu will appear. First, verify the correct UIC is listed next to the “Change UIC” link. If you have access to more than one UIC, click on the link to change. To certify time, click on the "Certification" link.

ATAAPS Menu			
Timekeeping	Administration	Accounting	Utilities
Labor	<u>Certification</u>	Task	Inquiries
Labor/Leave Review	Personnel Management	Job Order	SDA
Timekeeper Review	Roster Management	Work Center	Defaults/Favorites Maintenance
Default Labor	Team Management	User Data	Change UIC - 3C0000
	Employee Reopen	Sub Account	Reports
	Database		

Retroactive Pay Periods
Retro Timekeeper Review
Retro Certification

The following page is then displayed. To change pay periods click the << button to proceed to the prior pay period or the >> button to see the next pay period. Alternatively, click the Begin Pay Period drop down arrow, then click the PayPeriod button to select that pay period. To certify time for a different Roster, use the << or >> button to proceed to another Roster. You may also click the Roster drop-down arrow, and then click on the Roster button to select that Roster. Notice that the system displays the earliest date in which Certification can be completed for the current pay period.

Go to Bottom

Employee Information

Logged In As: CARON, PAULETTE D UIC: TRAIN0

Roster: PAULETTE'S ROSTER [dropdown] << >> Roster

Begin Pay Period: 2010-Jun-06 [dropdown] << >> PayPeriod

Certification is not permitted until 2010-Jun-17

Employee Information											
Detail	Certify	Concurred	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium	Certifier Name
	<input type="checkbox"/>	<input type="checkbox"/>	GOOFY, REALLY	*** ** 7777	80.00	80.00	75.00	5.00	0.00	5.00	
	<input type="checkbox"/>	<input type="checkbox"/>	HOUR, HAPPY	*** ** 6666	40.00	40.00	36.00	4.00	0.00	0.00	
	<input type="checkbox"/>	<input type="checkbox"/>	MOUSE, MICKEY	*** ** 2222	40.00	40.00	38.00	2.00	0.00	0.00	

Save Cancel

Go to Top

DESKGUIDE – ATAAPS CERTIFICATION

First, the certifier is to view the labor details for each employee by clicking on the “Book” icon. After reviewing the labor details, click the “Back” link on the page and do not use the browser buttons.

To certify an employee’s data **after reviewing their detail information**, click in the Certify check box then click Save. To decertify, uncheck the box then click Save.

Note: The Certify check box will be grayed out if all employee labor hours have not been reported or if the certification window is not yet open. Certification may be performed beginning the second Thursday of the pay period until the following Tuesday prior to 4 pm EST.

The following screen appears after you select the “Book” icon.

[Go to Bottom](#)

Employee Information																			
Roster:		PAULETTE'S ROSTER												UIC: TRAIN0					
Employee:		GOOFY, REALLY																	
Pay Period:		2010-May-09																	

Labor Details				May	9	10	11	12	13	14	15	16	17	18	19	20	21	22	
Work Center	Task	Job Order	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
TRN1	123456789		RG		8.00	8.00		8.00	8.00				8.00	8.00	8.00	8.00		72.00	
TRN1	REGTASK03		LA				8.00											8.00	

[Go to Top](#)

[Back](#)

The certifier is to review each day’s labor hours and ensure that all time is reported accurately. If changes are required, notify the timekeeper to make the changes. Once changes are completed, you will repeat these steps to review the modified timecard.

Certifying an employee’s timesheet will lock their labor record. The timesheet can be viewed, but not modified. To make a correction, the certifying official must ‘de-certify’ the timesheet by un-checking the box and saving.

Once all timecards have been successfully certified, the screen appears as below.

[Go to Bottom](#)

Employee Information											
Logged In As: CARON, PAULETTE D UIC: TRAIN0											
Roster:		PAULETTE'S ROSTER				<< >>		Roster			
Begin Pay Period:		2010-May-09				<< >>		PayPeriod			

Employee Information											
Detail	Certify	Concurred	Employee	SSN	Scheduled	Reported	Regular	PdLeave	UnPdLeave	Premium	Certifier Name
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GOOFY, REALLY	*** ** 7777	80.00	80.00	72.00	8.00	0.00	0.00	CARON, PAULETTE D
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	HOUR, HAPPY	*** ** 6666	40.00	40.00	36.00	4.00	0.00	0.00	CARON, PAULETTE D
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	MOUSE, MICKEY	*** ** 2222	80.00	80.00	80.00	0.00	0.00	6.00	CARON, PAULETTE D

[Save](#) [Cancel](#)

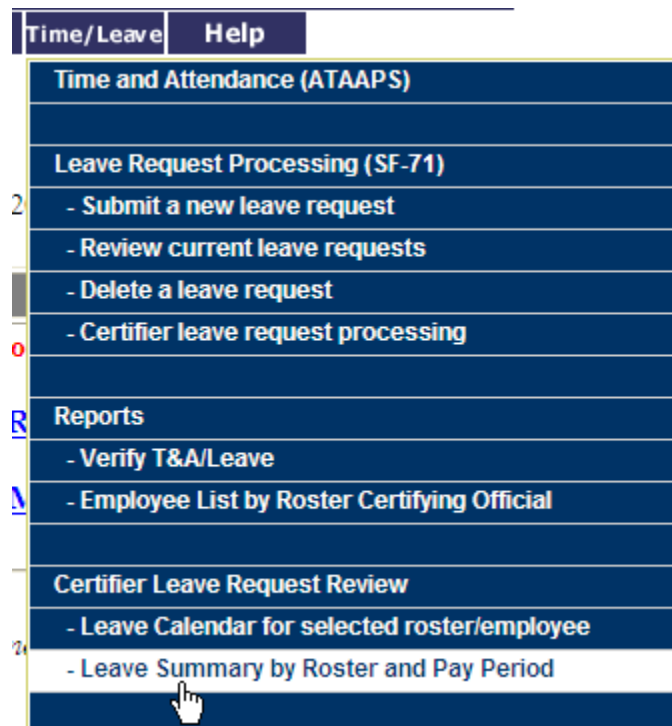
[Go to Top](#)

REPORTS:

The following reports should be used by certifiers.

LEAVE SLIPS:

To view leave slips that have been submitted by members of a specific Roster, click on the “Leave Summary by Roster and Pay Period” report from the ESS homepage in the Time/Leave drop-down menu.



The following screen appears:

Leave Request Summary by Team / Pay Period

Select a Team and Click on 'Continue' to view the Leave Summary Report by Pay Period.

Continue

[Back to ATAAPS menu](#)

DESKGUIDE – ATAAPS CERTIFICATION

Use the down arrow button to select the Team and then click the Continue button. The following screen appears:

Leave Request Summary by Team / Pay Period
(Team: PAYROLL)

Select a "Pay Period/Pay Start date" from the drop down below and click the "Re-Do" button

Pay Period / Pay Start date

201013 | 06/06/2010 ▼

Re-Do

[Instructions](#)

Pay Period (start - end): 06/06/2010 - 06/19/2010


Status	Employee Name	Type of Leave	From Date	To Date	From Time	To Time	Total Hours
Approved	Goofy, Really	Annual	06/10/2010	06/10/2010	12:00 pm	4:00 pm	4
Approved		Annual	06/14/2010	06/15/2010			18

[Select another Team](#)

The certifier is to verify that all leave has been recorded properly on the timecard. If you click on the status of a particular request, the leave slip will open up for your review.


LEAVE BALANCES:

To view the leave balances of a particular employee, click on the “View Employee Leave” link on the certification details page. This page is displayed after clicking on the “Book Icon” for each employee during the certification process.

 Back


[Go to Bottom](#)

Employee Information																								
Roster:					PAYROLL										UIC: 3C0000									
Employee:																								
Pay Period:					2010-Jun-06																			
View Employee Leave																								

 [View Employee Leave](#)

Labor Detail																			
			June	6	7	8	9	10	11	12	13	14	15	16	17	18	19		
Work Center	Task	Job Order	Type hr	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Total	
00650	200000404		RG		9.00		6.00	6.00	9.00			9.00	9.00	9.00		8.00		65.00	
00650	200000404		LA			9.00	3.00	3.00										15.00	

[Go to Top](#)

 Back

DESKGUIDE – ATAAPS CERTIFICATION

After clicking on the link above, the following chart appears.

Employee Information

Employee Name: Goofy, Really

Roster: PAYROLL

As of Pay Period End Date: 05/22/10

Leave Information

Type	Beginning Balance	Earned YTD	Used YTD	Ending Balance
Annual	240.00	80.00	67.00	253.00
Sick	1,146.00	40.00	50.00	1,136.00

If the employee has any earned Comp Time, Travel Comp Time, Religious Comp Time, Non-Pay Hours, etc, these will appear in the chart as well.